



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel

Transmittal Letter: PER-372

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3 FAM SUBCHAPTERS 2360 TELECOMMUTING, 2370 UNASSIGNED, 3140 COMMUNICATIONS DIFFERENTIAL FOR OFFICE MANAGEMENT SPECIALISTS, 3170 LANGUAGE INCENTIVE PAY, AND 3290, PHYSICIANS COMPARABILITY ALLOWANCES

MAJOR CHANGES

1. 3 FAM 2360, *Telecommuting*, is a new subchapter.
2. 3 FAM 3140, *Communications Differential for Office Management Specialists*, has been completely revised.
3. 3 FAM 3170, *Language Incentive Pay*, is a new subchapter.
4. 3 FAM 3290, *Physicians Comparability Allowances*, has been revised including revisions to 3294.1 and 3297 (unassigned) as well as grammatical or formatting errors throughout the subchapter and.
5. These regulations are *State Only* regulations that apply to Civil Service and Foreign Service employees, except for 3 FAM 3140 and 3170 which only applies to Foreign Service employees.
6. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.

7. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to International Broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.

8. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy the old Unassigned 2360 (1 page total) and insert the new attached subchapters 3 FAM 2360 (21 pages total) and 3 FAM 2370 Unassigned (1 page total).

2. Remove and destroy the old subchapter 3140 (TL:PER-277, dated 7-19-95, 3 pages total) and replace it with the newly revised subchapter 3 FAM 3140 (3 pages total).

3. Remove and destroy the old Unassigned 3170 (1 page total) and insert the new attached subchapters 3 FAM 3170 (11 pages total).

4. Remove and destroy the old subchapter 3290 (TL:PER-266, dated 6-5-95, 5 pages total) and replace it with the newly revised subchapter 3290 (4 pages total).

5. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-372, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Manual* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

2. All posts and offices keeping paper versions of the *Foreign Affairs Manual* are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PRD and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 3 FAM Volume Coordinator, who may be reached at 202-261-8177 or the office(s) indicated at the end of this Transmittal Letter.

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